

## Business PhD Travel Procedures

Effective January 13, 2022, **all travel** by staff, students and faculty members must be booked through the University of Alberta-appointed travel agent: **Maritime Travel**.

Business PhD Students must follow these steps when they are travelling on University business (ie to conferences, for research, on the job market) which are to be paid by U of A funds (your PDA/TEA or a supervisor's funds). If you are travelling for personal reasons using your own funds, you do not need to follow this procedure.

1. Request approval from your supervisor to use your PDA/TEA funds, or to use their research funds to support your travel. **Include a budget of expenses** (use [Request to Use Travel and Expense Account Funds \(Excel\)](#) from the Forms and Policy cabinet). Send the approval email and approved budget to [busphd@ualberta.ca](mailto:busphd@ualberta.ca). If supervisor funds are being used, the speed code must be provided. The PhD office must have this information BEFORE you book your travel.
2. Email [ualberta@maritimetravel.ca](mailto:ualberta@maritimetravel.ca) and copy [busphd@ualberta.ca](mailto:busphd@ualberta.ca) to book your flight. **You must email them from your @ualberta email address.** Include the following information in your email to Maritime:
  - a. Your full name as it appears on your passport;
  - b. Your citizenship and passport number;
  - c. Your date of birth;
  - d. Your mobile phone number;
  - e. The dates you need to travel, your destination, window/aisle preference, and any other details about your trip required to book flights. If you collect airline points include your membership number.  
[Note: If you have scouted the flights you want, you can let them know what they are. However, Standard Fare tickets are booked to protect the university with cancellation/refund/insurance coverage and provide services that are not usually included with low advertised fares you might find. The flights/fares you may want may not be available but they will work with you for the best arrangements possible. They also add an agency fee of \$31.50.]
  - f. Tell Maritime you are a Business PhD student and have notified the PhD office about the booking and for them to contact Debbie or Helen at the PhD office for payment (TAP number will not be required): 780-492-5816 or [busphd@ualberta.ca](mailto:busphd@ualberta.ca).
  - g. Copy [busphd@ualberta.ca](mailto:busphd@ualberta.ca) on your travel confirmation email with Maritime Travel so we know your booking is final.
3. Contact Helen or Debbie to pay for your conference registration or reserve hotel rooms with the PhD Credit Card. Do not pay any expenses with your own card that can be paid (before you travel) by the PhD office. Hotels in Canada may have reduced rates for U of A.
4. Keep hotel invoice and receipt, and ground transportation receipts to submit to PhD office for your travel claim and reimbursements within 30 days of your return. Electronic receipts are preferred. Meal receipts are not required unless you are hosting a meal or not claiming per diems. See the Travel Claim Info sheet for additional information on submitting claims.